

Center for Spiritual Living Tucson

Board Meeting
November 11th, 2010

Board Meeting Minutes

Item	Presenter	Time
CALL TO ORDER, EVOCATION	REV D/PRACTITIONER	3 MIN
Call to Order:	6:30	

Evocation & High Watch

Karen King, RScP

Board Attendees: Janis Farmer, Dakota Gold, Don Poore, Gary Carter, Sylvia Matteson, Reverend Donald

Jeanne Knope, Recording Secretary

VISIONING	KAREN KING	15 MIN
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What is the Highest Vision or Highest Ideal for Center for Spiritual Living Tucson?

The hub of the wheel. The growth of our spiritual light. Honesty. Communication. Respect. Hearts in harmony, joyous progression, easy & freeing, Image: radio tower, with waves of energy radiating outward. Alignment of minds & hearts.

What changes, evolves or becomes, in support of this highest vision?

Egos fall away. Bring your individuality (unique spirit) wherever you are. Building connection through action – interaction. Release doubt, surrender, open & allow. “Let”. Nothing changes, the support is already there! Each attendee accepts responsibility of being “the center”. All of it, all of the time.

Is there anything else that wants to be known, understood or realized? What else?

That all is done in love and brotherhood. We hear the “knocking”. More participation. Smiling, contentment, cooperative energies - yeah!! With a smile – humor. Calm, calm, calm. All is possible.

APPROVAL OF OCTOBER MINUTES	SECRETARY	2 MIN
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Janis noted that the visioning notes were missing. Minutes approved with that notation.

REVIEW ACTION ITEMS FROM PREVIOUS MEETING	PRESIDENT	5 MIN
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Description	Responsibility	Due	Status
Identify two additional members for Nominating Committee	Rev D and Don P	By next meeting	Pending
Preview of Move Core presentation by the Board done by e-mail	Move Core	By next meeting	move core update moved to January 9.
Create summary of charities for newsletter and presentation to the congregation for voting & ballots	Rev D, Janis	Before Funding Team mtg Oct. 19	done
Vision Core to focus on Community Envisioning	Rev D	Before next Vision Core meeting	For next meeting

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Pick a date for Family meditation Series (3 wk duration)	Rev D	By next meeting	Done. Wednesdays, Feb 2, 9 & 16
Publicly thank Lovetta Pyle for her service as Hospitality Coordinator	Rev D	Oct17	done
Let Virginia Ellen's publicist know the Board's decision re: workshop	Janis	By next meeting	done
Send Lovetta a thank you note from the Board for her generous oversight of the Hospitality Tables	Dakota	By next meeting	done
Ask Laura N. to be more succinct in her report to the Board	Sylvia	By next meeting	done
Funding Team to determine rental fee for use of Office and Education Center for Non-Sponsored Events	Sylvia	By next meeting	Done and not using at this time. Janis to contact Graeme and remove from website. See New Business.
Funding Team to establish criteria for using the Building Fund and present to Board for approval	Sylvia	By next meeting	In process
Check on Rolie and Cindy's availability to facilitate Community Envisioning Feb 11 and 18	Rev D	By next meeting	done
Check on dates for Celebration of Light (Dec 19) and Endings and Beginnings (Dec 31)	Don P	ASAP	done, reserved and on the Junior League calendar
Write something up about the Suggestion Plate for newsletter	Dakota	By next meeting	done
Board Social	All	Nov 3, 6 pm, Café Rio	done
Private Room for Board Social?	Don P	Before Nov 3.	done
Counting oversight	Don P	Oct 17	done
Counting oversight	Dakota	Oct 24	done
Counting oversight	Gary	Oct 31	done
Counting oversight	Sylvia	Nov 7	done
Moving CIAB each week	Don P delivers it, Janis brings it back	Entire Month	done
Ask Graeme to go ahead and repair website to be more search-engine friendly.	Janis	By next meeting	

Financial Report/Stewardship

Treasurer

10 min

October 2010 Treasurer's Report – Don Poore

	<u>Sunday Offerings</u>	<u>Total Income</u>	<u>Total Expenses</u>	<u>Net Income</u>	<u>Per Member</u>	<u>Weekly Attend.</u>
October	\$13,819	*\$33,829	\$14,984	\$18,845	\$25.49	108
September	10,077	12,389	11,388	1,001	25.97	97
August	<u>12,451</u>	<u>13,965</u>	<u>11,150</u>	<u>2,815</u>	<u>26.66</u>	<u>93</u>

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3 month avg. \$12,116 \$20,061 \$12,507 \$7,533 \$26.04 99

*Total income includes \$15,600 received from Rowena Holloway estate.

3 month avg. without Holloway

\$12,116 **\$14,861** \$12,507 **\$3,245** \$26.04 99

<u>Cash balances</u>	<u>Oct.</u>	<u>Sept.</u>	<u>August</u>
Checking	\$ 7,978	\$6,588	\$10,219
Edu. Fund	\$ 7,553	6,298	6,188
Savings	\$20,434	18,332	17,831
Building CDs	\$29,175	25,175	25,175
Oper.Reserve CD	<u>\$10,000</u>		
Total	\$75,140	\$56,393	\$59,413

The building fund total at the end of October was \$46,921.

Stewardship Core

Charitable Giving for October was \$504 to New Beginnings. November's contribution goes to Arizona Children's Association.

Comments

The big change for October was the \$15,600 received from the Rowena Holloway estate. As directed by the Board of Trustees, two CD's were purchased. One for \$4,000 which was allotted to the Building Fund, and another CD for \$10,000 to be held as an Operating Fund Reserve. Don will see that the balance will be divided evenly among the three charitable organizations selected for 2011 and sent to them before 12/31/2010. Don will also write checks for the charity tithes on a quarterly basis.

Net income, without the Holloway contribution would have been \$3,245, which in itself would have been a good month. There were a three unusual expenditures: \$621.86 for computer design software (Paul Troutman), \$834 early registration fee for Rev. Donald's 2011 convocation, and \$393.75 for Natural Awakenings advertising. The total invoice for Natural Awakenings was \$787.50 which covers several previous months, so I allocated the total between October and November. (They failed to invoice us.)

October year-to-date selected comparative statistics:

	<u>2010</u>	<u>2009</u>
Sunday offerings	\$121,243	\$130,416
Total income	\$185,452	\$169,654
Total expenses	<u>\$145,782</u>	<u>\$153,987</u>
Net income	\$ 39,671	\$ 15,667

Action:

Don Poore will place a note in the newsletter regarding the amount of the bequest that was received and what is being done with those funds.

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CSL'S REPORTS

15 MIN

Administration: Nothing of note. A volunteer has cleaned the office intermittently for several years. Perhaps it is time to have a regular cleaning service? Have received quotes for one-time commercial carpet cleaning for the office and twice-monthly office cleaning.

Discussion: Janis brought up that it is time for cleaning service to be hired for the facility. The quote of \$120 per cleaning - to be done two times a month – from a commercial cleaning service was deemed “too expensive”. Did receive a quote of \$80 per cleaning from a regular attendee, but agreed that using someone outside the congregation would be preferable. All agreed that a twice a month cleaning was needed.

Action: Does the Board approve Jani-King to clean the carpets for \$100? Yes!
Don Poore will get a quote from Joe & Charlie (guys who do Sunday set up) and Dakota will check with Emerge, New Beginnings and Primavera to see if they have people who might take this on.

Compassionate Heart: CSLT's Benevolence Committee has been 'wanting to form' for some time. Britt has been visioning on this program for about 6-months and has been speaking with Rev D about it at regular intervals. As the vision manifests, and as others join in this gift of service, a bulletin insert will be created to further announce and expand this program of sharing and caring. The current description from the Sacred Service form is:

Compassionate Heart – We express our Love and Compassion for each other through action. We "Walk our talk!" It might express itself in a card, a phone call or a helping hand.

Skills: A compassionate heart. (Janis, Britt and Nan)

Discussion: Dakota asked for suggestions of who the Board would like to thank for their service each month. Nanette Coursey, Laura Mays and Chris Brandlen were suggested. It was agreed that all 3 deserved recognition.

Action: Dakota will write thank you notes for the Board to sign at next meeting.

Ecclesiastical CORE: The Practitioners have started working with the youth on spiritual practices during the Sunday Youth Services.

Education:

- “Foundations” will complete December 14, and “Practitioner 1” continues. Will begin “Visioning” on Tuesdays, January 4, 2011, followed by “Power of Your Word”.
- Will run the 1 night workshop series on spiritual practices (Meditation, Visioning, Affirmations & SMT) each Wednesday night in January. The Sunday talks will precede the workshop with an introduction to each. These one-night workshops will be offered on a Love Offering basis and the first one has been advertised in Natural Awakenings with RSVP required..
- Youth Meditation 3wk Series, Wednesday night, February 2, 9, 16. This youth meditation series has also been advertised in Natural Awakenings with RSVP required.

Discussion:

Action: Classes are already on the calendar. Signup sheets will be out on December 5.

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Events: Sunday's concert with Devotion was phenomenal !!

From Joy: I thought the event went very well for a small group. I totally enjoyed it. We ended up selling 38 tickets at the church and 4 online for a total of 42 and a few at the door. 33 were in attendance according to tickets collected. Two songwriter tickets and 2 communication tickets were refunded as the workshops were cancelled due to insufficient participation.

As for an evaluation, yes Patti and our very small group need to do an analysis, but we also needed a much bigger review by certain members of the board, marketing committee, and building fund. We need to all totally understand why we are holding an event and the expectations so we can decide the what, how and when. After helping on 3 events, I've never been quite sure that we are all on the same page."

A debrief has been requested and will be scheduled in the next few weeks. (Patti Rondolino, Joy Golliver)

Discussion: Prompted by comments from Joy it was discussed that we needed to clearly communicate the "why" behind holding an event. To let people know what's being done and for what reason: fund raiser, community awareness, fun. Agreed on a spring capital/ building fund raiser to be held before April. It was suggested that we try and piggy back off other organizations schedules in the area to use the same source and perhaps cut expenses. Contacting the Tucson Jazz Society for a 3 or 4 group concert was also brought up. It was also agreed that in the fall financial giving workshops be held and a congregation celebration.

Action: Janis will schedule a debriefing with Joy and Patti. She will also discuss with Patti Joy's request for an evaluation by representatives of the board, marketing committee and the building fund; and passing along the conversation of the board.

Funding Team:

- The Funding Team met on October 19th and Dakota and Sylvia reported on the Pros and Cons of the PoP process. Dakota then completed a written review and if anyone would like this, we can provide!
- Plans for the Appreciation Dinner at Westward Look on November 19 are well underway. Kay Prince is doing her usual bang-up job in providing this event. As of Nov 7, we have 31 people signed up to attend, more expected to sign up on Sunday the 14th.
- The forms and voting for the charities to contribute to have been completed and the three groups for 2011 are: Emerge, New Beginnings and Primavera. A representative from each of these organizations will be speaking for Sunday's on November 7, 14 & 21.
- The Funding Team will meet next on November 17th at noon.

Community In/Outreach: Spiritual Cinema resumed at the office on October 29, at 7pm, showing of "Awaken" with 21 people in attendance. It was good to have Rick and Sue back. Donations received covered our expenses. The next movie will be "Billy Elliott", shown at the office on Thanksgiving Friday, November 26th at 7 pm. (Janis)

Action: As part of supporting our charitable organizations Dakota will write up information about New Beginnings annual Poinsettia sale for placement on Facebook and in the Newsletter.

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Hospitality: La Vida(!) and her team continue to offer great foods/drinks for after service social time. The Youth Sunday/Halloween Ice Cream Social was a rousing success.

MarComm:

- MarComm continues moving forward on the marketing campaign, The Faces of CSLT. The Marketing survey is continuing to take shape and is planned for inclusion in a November bulletin, pending approval of the board.
- Next MarComm mtg is scheduled for after services on Nov 14th. (Janis for Lynden)

Facebook –

Facebook Page Update: Center for Spiritual Living Tucson

Monday, October 18, 2010 10:39 AM

53 monthly active users ↓2 since last week

157 people like this ↑1 since last week

12 wall posts and comments this week ↑6 since last week

17 visits this week ↓27 since last week

Monday, November 01, 2010 12:57 PM

44 monthly active users ↓6 since last week

163 people like this ↑3 since last week

8 wall posts and comments this week ↑4 since last week

36 visits this week ↓5 since last week

Monday, October 25, 2010 1:08 PM

50 monthly active users ↓3 since last week

160 people like this ↑3 since last week

4 wall posts and comments this week ↓8 since last week

41 visits this week ↑24 since last week

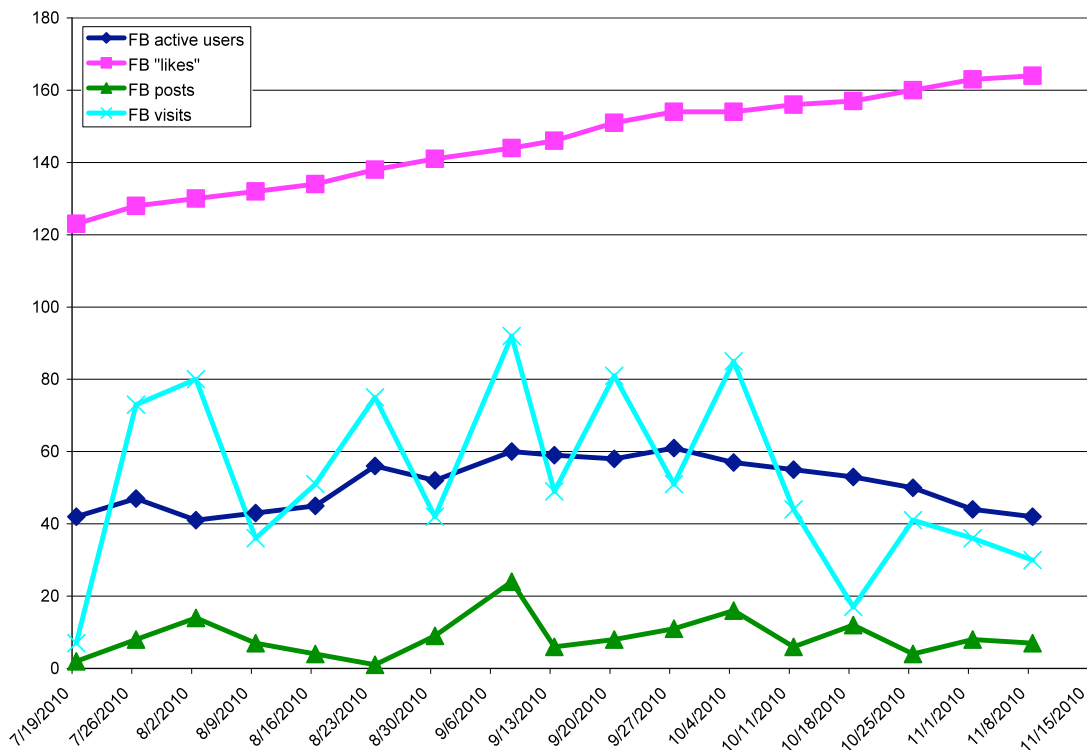
Monday, November 08, 2010 10:43 AM

42 monthly active users ↓2 since last week

164 people like this ↑1 since last week

7 wall posts and comments this week ↓1 since last week

30 visits this week ↓6 since last week



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Newsletter – No change in subscribers, 533 in total.

Website –

Graeme has suggested a modernization of the back-end of the website so that the search engines can find us more easily. At present, the CSLT website cannot be indexed and that limits our web visibility. This has been a topic of conversation amongst the MarComm for over a year. If we are happy with the present website, I would recommend that we authorize Graeme to go ahead and make those upgrades, which will cost us about \$600. (Janis)

Discussion: It was agreed that in order to make our website more functional and findable, and to more readily reach our target market, we will go ahead with the upgrades suggested by Graeme.

Action: Janis to contact Graeme and tell him to go ahead.

Membership: There were 6 in attendance at the New Member Orientation and two attendees have submitted an application for Membership. (Janis for Kathryn)

Action: Ratify Membership Applications for Betsy Pombar and Mary Margaret Peppard. This action was completed.

Move Core/Facilities:

- Move Core Update has had to be rescheduled again due to an error at the Junior League. It has been calendared on January 9th.
- Move Core continues to look at potential properties.

Discussion: Don Poore brought up that the committee would like to enter into a contract with the realtor that has been such an active part of the committee in finding properties to look at, for her to exclusively represent CSLT in it's pursuit.

Action: Consensus could not be reached and the subject was tabled.

Music/Sound: Sound Team is developing with two regular members and other occasional members. An additional person was trained on the sound boards in October. Additional Sound Team members are being solicited.

Vision Core: Skipped meeting in October because of schedule conflicts. Will set a November meeting later in the month.

Volunteer Coordination: Nannette finalized the Sacred Service form in time for use by the Prosperity on Purpose Learning Circles. She has also completed, with Volunteer Team Lead inputs the Opportunities for Service (explanations of what we currently have volunteers doing). She continues to engage with the different team leaders to understand what they do and what help they would like to have to improve their capabilities. (Nannette)

Youth & Family:

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- Y and F Sunday was a wild success. Attendance ebbs and flows with parent attendance. Our family friendly efforts will increase attendance with families and children and I think we can expand our reach a bit in this regard.
- Volunteers grow steadily (up to 12, now) with 'the energy friendly every couple-of-months strategy'. We are still looking for folks willing to give to our future (say for instance a successful financial professional also spiritual and how you can do both who might come every once in awhile to share...) Volunteers who are our core once a month experienced group grew by 1 a statistical leap (total 6).
- Youth and Family Foundations Class. For the core group was a rousing success. Many thanks to Rev Donald for his time and effort with the curriculum and class.

NEW BUSINESS

1. Update from the Nominating Committee?

Rev D. & Don P

Action: Committee will meet prior to next month's meeting where they will report on their successes.

2. The proposed MarComm Survey (attached)

Janis

Discussion: All thought that the survey was great in terms of the information that the team is trying to capture, but felt that the questions were very complicated and would not get the attention from people that is needed. Simplification of the survey was suggested.

Action: Janis will ask MarComm to simplify the questions and to push out the date for inclusion in the bulletin 3 Sundays to the 5th of December.

3. Business Directory

Dakota

Discussion: There currently is a business directory for members and attendees on the website. It needs to be updated. People want to know what others do and avail themselves of their services; to support one another.

Action: Dakota will take this on and link it into MarComm.

4. Suggestions, Congregational Comments?

All

Suggestion received was to change out the congregational opening song, which was done.

Discussion: Comments have been heard that new attendees are being approached by too many people and in a manner that might be perceived as a little aggressive when they arrive on Sunday mornings.

Action: Donald will speak with Kathryn about the approach technique that the membership committee takes with new attendees.

7. Six Month Look Ahead (below)

All

Discussion: Discussed the importance of getting out information about Terry McBride's workshop scheduled for January 30 & 31st.

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Agreed that winter learning circles be held in February. A 4 week program based on The Four Agreements. Did not discuss further details.

Action: Rev D will turn over the materials on Terry McBride to MarComm for promotion.

8. Quick Review Sunday Board Duty Schedule for December (CIAB, Money Counting)

All

Action: Money Counting: 11/14 – Don or Janis; 11/21- Dakota; 11/28 –Janis; 12/5 - Sylvia; 12/12 – Don.

CIAB: Each week - Don P delivers; Janis brings back.

9. Set date for Board Social

All

Action: Dinner: Wednesday, December 1st, 6pm. Place TBA.
Next board meeting 12/16.

10. Other items:

Rental of the facility: Gary pointed out that the facility is in an area zoned residential and that renting out the property is outside the realm of that zoning. Problems could ensue. It was also noted that the liability aspects of renting should be run by our attorney, Nathan Wright. A lengthy discussion took place regarding the pros and cons of such an undertaking and the board members agreed it was prudent to table the issue of renting our office space for non-sponsored events until we find a permanent location.

Gary announced that he will be leaving the Board at the end of this term. He has been honored with a position of leadership in the Elks and realizes he can't do justice to both positions.

Review of New Action Items

Description	Responsibility	Due	Status
Identify two additional members for Nominating Committee	Rev D and Don P	By next meeting	
Preview of Move Core presentation by the Board done by e-mail	Move Core	By next meeting	Move Core update moved to January 9.
Brief for newsletter on bequest received and what is being done with those funds	Don P	By next meeting	
Vision Core to focus on Community Envisioning	Rev D	Before next Vision Core meeting	For next meeting
Get quote from Joe and Charlie about cleaning the office	Don P	ASAP	
Check with Emerge, New Beginnings and Primavera to see if they also could clean the office	Dakota	By next meeting	
Contact Jani-King for carpet cleaning in the office	Janis	By next meeting	
Create thank-you notes for Board signature Coursey, Mays/Brandlen)	Dakota	By next meeting	
Sign up sheets for next classes	Rev. D	By Dec 5	

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Debrief with Event Team	Janis	ASAP	Done
Funding Team to establish criteria for using the Building Fund and present to Board for approval	Sylvia	By next meeting	
Brief for Facebook page and Newsletter on New Beginnings' annual Poinsettia sale	Dakota	Before Thanksgiving (the deadline)	
Give Graeme the go-ahead for updating the website	Janis	ASAP	
Ratify new members	All	This meeting	Completed
Request MarComm simplify the bulletin insert survey	Janis	ASAP, intended use Dec 5	
CSLT Business Directory	Dakota	Several months from now.	
Provide promotional materials for Terry McBride workshops to MarComm, Events and Office	Rev D.	ASAP	
Decide on Curriculum for February learning circles	Rev D?	By next meeting	
Discuss with Membership Core on approach technique for new guests	Rev. D	Before next meeting	
Board Social	All	Dec 1, 6 pm, TBD	
Next Board Mtg	All	Dec 16, 6:30 pm	
Counting oversight	Janis	Nov 14	
Counting oversight	Dakota	Nov 21	
Counting oversight	Janis	Nov 28	
Counting oversight	Sylvia	Dec 5	
Moving CIAB each week	Don P delivers it, Janis brings it back	Entire Month	done

Meeting Debrief

Pray Out

8:45 by Karen King.

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6 month look ahead

November	POP pods complete		1 Prac 1,term 1	2 Foundations	3 Transitions 11-1	4 Choir Practice	5	6
		7 Potluck & Devotion concert 7 pm	8 Prac 1,term 1	9 Foundations	10	11 Choir Practice BOT mtg	12	13 YM Volunteers Webinar 10 am
		14 MarComm mtg, FTF	15 Prac 1,term 1	16 Foundations	17 Transitions 11-1 Funding Team, 12	18 Choir Practice	19 Celebration Dinner @ Westward Look	20
		21	22 Prac 1,term 1	23 Foundations	24	25 Thanksgiving Holiday	26 Spiritual Cinema "Billy Elliott"	27
		28	29	30 Foundations	1 Transitions 11-1	2 Choir Practice	3	4
December		5 Potluck	6	7	8	9 Choir Practice	10	11
		12	13	14 Foundations	15 Transitions 11-1	16 BOT mtg Choir Practice	17	18
		19 Celebration of Light (Candlelighting Svc)	20	21)	22	23 Choir Practice	24	25 Christmas
		26	27	28	29	30 Choir Practice	31 Endings and Beginnings 7pm	1
January 2011		2 Potluck	3 Prac 1, term 2	4 Visioning (8 wk)	5 Transitions 11-1 Meditation Wkshp 6:30-9:30pm	6 Choir Practice BOT mtg?	7	8
		9 Move Core Update, really! (light lunch)	10 Prac 1, term 2	11 Visioning	12 Visioning Wkshp 6:30-9:30pm	13 Choir Practice	14	15
		16	17 Prac 1, term 2	18 Visioning	19 Transitions 11-1 Affirmations Wkshp 6:30-9:30pm	20 Choir Practice	22	22
		23 Annual Mtg	24 Prac 1, term 2	25 Visioning	26 Spiritual Mind Treatment Wkshp 6:30-9:30pm	27 Choir Practice	28 Spiritual Cinema "Life is Beautiful"	29
		30 Youth Sunday! Terry McBride spkr. & workshop	31 Terry McBride workshop	1 Visioning	2 Transitions 11-1 Youth Meditation – 1 of 3, 7-9pm	3 Choir Practice BOT mtg?	4	5

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February	Learning Circles on the Four Agreements?	6 Potluck	7 Prac 1, term 2	8 Visioning	9 Youth Meditation - 2 of 3, 7-9pm	10 Choir Practice	11 Community Envisioning	12
		13 Reaffirmation of Vows Ceremony 6pm	14 Prac 1, term 2	15 Visioning	16 Transitions 11-1 Youth Meditation - 3 of 3, 7-9pm	17 Choir Practice	18 Community Envisioning	19
		20	21 Prac 1, term 2	22 Visioning	23	24 Choir Practice	25 Spiritual Cinema TBD	26
		27	28 UCSL/ICSL Gathering (thru 3/3)	1	2 Transitions 11-1	3 Choir Practice	4	5
March		6 Potluck	7 Prac 1, term 2	8 Power of Your Word (8 wks)	9	10 Choir Practice	11	12
		13	14 Prac 1, term 2	15 Power of Your Word	16 Transitions 11-1	17 Choir Practice	18	19
		20	21 Prac 1, term 2	22 Power of Your Word	23	24 Choir Practice	25 Spiritual Cinema TBD	26
		27	28 Prac 1, term 3	29 Power of Your Word	30	31 Choir Practice	1	2
April		3 Potluck	4 Prac 1, term 3	5 Power of Your Word	6 Transitions 11-1	7 Choir Practice	8	9
		10	11 Prac 1, term 3	12 Power of Your Word	13	14 Choir Practice	15	16
		17	18 Prac 1, term 3	19 Power of Your Word	20 Transitions 11-1	21 Choir Practice	22	23
		24	25 Prac 1, term 3	26 Power of Your Word	27	28 Choir Practice	29	30

Begin Meditation Is More Than You Think on Tuesdays, May 3.